

BOARD OF RULES AND APPEALS
Instructions for Requesting an Emergency Appeal



140 West Flagler Street, Suite 1603
Miami, Fla. 33130-1563
Tel. (305)375-2901 Fax (305)375-2901

The Miami-Dade County Board of Rules and Appeals has established that certain criteria must be met for a matter to be given consideration as an emergency appeal. Among the established criteria are the following:

1. **There is significant need for the matter to be resolved before the next following regularly scheduled meeting. Include substantiation in the emergency appeal package.**
2. **The appellant has demonstrated pursuit of resolution of the matter with the officials and jurisdiction involved. Include substantiation in the emergency appeal package.**
3. **The appellant has certified that all parties have been adequately notified prior to such emergency appeal being brought before the Board. Include substantiation in the emergency appeal package, along with the certification of notification shown below:**

Certification of Notification of Interested Parties:

I, _____ duly authorized representative of _____ hereby certify that all parties known to me that may be directly impacted by the finding or result of this emergency appeal before the Miami-Dade County Board of Rules and Appeals have been adequately notified that the appeal is to be brought before the Board at its meeting to be held _____, 20__, and I further certify that the information provided here is correct to the best of my knowledge and belief.

Signature of Appellant

If the above conditions are met, please continue to complete the emergency appeal package and submit your request to Mr. Herminio F. Gonzalez, P.E., Secretary of the Board of Rules and Appeals. A completed emergency appeal package containing all of the requested information, must be submitted to the Secretary of the Board of Rules and Appeals no later than **seven calender days** prior to the next scheduled Board of Rules and Appeals meeting. An incomplete package will not be accepted for processing.

The acceptance of an Emergency Appeal item for placement on the agenda will be at the discretion of the Secretary of the Board based on the urgency of the submission. On the date of the meeting, the Board will ultimately decide if the issue is to be heard.

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